

D/FBIS Chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for One Year Leave Without Pay

STAT

FROM:

Chief, Production Group  
412 Key Bldg.

EXTENSION

NO.

STAT

DATE

20 MAR 1985

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director, Foreign Broadcast  
Information Service  
1013 Key Bldg.Request approval  
for one year LWOP  
for

2.

3.

4.

5.

6.

7. Chief, Production Group  
412 Key Bldg.

8.

9.

10.

11.

12.

13.

14.

15.

ADMINISTRATIVE-INTERNAL USE ONLY

20 MAR 1985

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

[REDACTED]

Chief, Production Group

STAT

SUBJECT: Request for One Year Leave Without Pay -

[REDACTED]

STAT

1. Paragraph three contains a request for your approval.

2. [REDACTED], GS-06 clerk-typist assigned to FBIS  
Production Group, has requested one year leave without pay. A family  
situation requires that she remain at home to care for an infant child.  
[REDACTED] last working day would be 15 March 1985.

STAT

STAT

3. Inasmuch as [REDACTED] is a dedicated and hard-working  
employee, I recommend we grant this request.

STAT

[REDACTED]

STAT

APPROVED:

[REDACTED]

STAT

21 MAR 1985

Director, Foreign Broadcast Information Service

Date

ADMINISTRATIVE-INTERNAL USE ONLY

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SUBJECT: Request for One Year Leave Without Pay -

STAT

DDS&T/FBIS/Admin/P&TB/KK:  (15 MAR 85)

STAT

Distribution:

Orig - Addressee (Return to C/PROD)

- ① - D/FBIS Chrono
- 1 - JDC Corres. File
- 1 - C/PROD
- 1 - C/JPRS
- 1 - AS Chrono
- 1 - P&TB Chrono
- 1 - 201 file -
- 1 - FBIS Registry,

STAT